

Academic Director (Doctoral College)

60% FTE, Fixed Term Contract for 36 months

You will provide strategic academic leadership on all Postgraduate Research Student matters at the University of Warwick and across all Faculties – from recruitment to graduation and beyond. These strategic tasks include enabling the growth in PGR student numbers, enhancing the quality of research degrees programmes; improving institutional reputation in the sector; and facilitating broader PGR experience and successful outcomes.

Reporting to the Pro-Vice-Chancellor (Education), and as a member of the Education Executive and Education Committee, the Academic Director will be based within the Doctoral College and will act as Chair of the Board of Graduate Studies. They will work closely with all senior office holders, and academic and support departments with a stake in the PGR student experience.

You will have relevant experience of leadership and management activities within the University or elsewhere; and knowledge and engagement with postgraduate research provision across faculty, University and, where relevant, externally. You will have highly effective interpersonal and influencing skills, and an ability to assume and maintain a high profile within the University and beyond.

The new Academic Director will be appointed for a period of 3 years in the first instance at 0.6 FTE. The post holder will thus devote the rest of time to personal academic work in research and/or teaching at the highest level.

Along with your application form you should submit a copy of your CV supported by a two-page maximum statement outlining your suitability for the role. You should identify two individuals who may be approached for references.

Any queries about the role may be addressed to Professor Chris Hughes and the current postholder Professor Colin Sparrow.

Deadline: Sunday 14 March 2021

Interviews to be held: Wednesday 31 March 2021

Job Purpose

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Principal Accountabilities

1. To provide the University with academic leadership in delivering national and international excellence in postgraduate research programmes, ensuring that the PGR student experience is inclusive and progressive;
2. To champion postgraduate research study across the institution, develop Doctoral College strategy and priorities, and take a prominent role in developing and delivering the University's Education and Research strategies;
3. To work closely with the Education Executive and across the University to advocate for and develop existing and new postgraduate programme opportunities, including innovative mobility programmes and doctoral training centres;
4. To work closely with the PVC (Research) to ensure that PGRs are embedded in the research community and culture of the University;
5. To liaise with the Academic Director (PGT) on graduate studies issues;
6. To formulate and monitor the delivery of a PGR recruitment strategy in collaboration with the Provost, Academic Registrar, Heads of Department and other relevant stakeholders;
7. To promote quality assurance and quality enhancement of postgraduate research programmes, including overall responsibility for the promotion, analysis and planning arising from Postgraduate Research Experience Surveys and other quality assurance activities;
8. To provide strategic leadership in the oversight, coordination and development of postgraduate programmes with other national and international partners;
9. To provide leadership for the delivery of world-class academic and professional training opportunities and employability support for all postgraduate research students at the University, working with academic departments, Doctoral Training Centres, and student-facing service teams;

10. To assist in leading the development of the University's strategy for offering postgraduate research studentships to ensure it is fit for purpose, aligning with recruitment, research and EDI priorities;
11. To ensure a high standard of supervision of and pastoral care for postgraduate research students, through the Doctoral College and through academic and service departments;
12. To provide leadership on postgraduate research student casework, appeals and complaints, and fitness to practice, in both an investigatory and formal regulatory role as required;
13. To act as Chair to the Board of Graduate Studies (BGS), ensuring close liaison with Faculty Education Committees and other relevant governance committees;
14. To keep abreast of sectoral best practice and new developments, in particular by being an active member of relevant external networks;
15. Together with the PVC (Education), develop and maintain a close working relationship with the Students' Union in the delivery of support for postgraduate research students;
16. To undertake such duties as delegated by the Pro-Vice-Chancellor (Education).

Person specification

As Academic Director (Doctoral College) you will be expected to evidence the following:

- Relevant experience of leadership and management activities within the University or elsewhere.
- Knowledge and engagement with postgraduate research provision across faculty, University and, where relevant, externally.
- Promoting and driving excellence and innovation in delivery of the University Strategy.
- A strong commitment to postgraduate education, the development of teaching excellence and the broader student experience.
- Experience of governance in the wider University through membership of various Committees.
- Generation of research excellence, evidenced by both outputs and income.
- Excellent communication skills, both verbal and written, with the ability to inspire and engage with a wide range of audiences.
- Excellent analytical skills to support the development and communication of departmental financial and strategic plans.
- The ability to innovate and to take fresh approaches where required.
- A high level of personal resilience and the ability to deal effectively with difficult situations.
- Appreciation of changes in the external context and within the wider University which will affect the Doctoral College, its plans and performance.
- A keen appreciation of cost and income drivers influencing both the Doctoral College and the wider University.